

MADERA COUNTY

EXECUTIVE ASSISTANT TO THE COUNTY ADMINISTRATIVE OFFICER

DEFINITION

Under direction, to perform a variety of highly responsible, confidential, and complex secretarial and administrative duties involved in providing assistance to the County Administrative Officer; to provide general information and assistance to the public; and to do related work as required.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

DISTINGUISHING CHARACTERISTICS

This is a specialized secretarial classification. Incumbents serve as secretary for the County Administrative Officer. Job assignments including performing a variety of highly responsible, confidential, and complex secretarial and administrative duties involved in providing assistance to the County Administrative Officer and providing general information and assistance to the public.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Performs a wide variety of complex, responsible, and confidential secretarial and administrative duties for the County Administrative Officer; types and assembles reports, manuals, correspondence, and other materials; independently responds to letters and general correspondence following general or specific guidelines; composes and prepares letters, memoranda, and reports pertaining to standard policies; prepares, copies, and distributes agendas, forms, reports, schedules, contracts, and various other correspondence; researches, compiles, organizes, and analyzes information and data for special projects and various reports; designs and implements forms; prepares written materials to explain County programs and procedures including budget, personnel, and employee benefit programs; serves as initial contact/resource person for the County Administrative Officer's Office; screens calls, visitors, and mail; responds to sensitive requests for information and assistance; interprets and explains policies, rules, and regulations in response to inquiries and complaints; resolves concerns and complaints; refers inquiries as appropriate; maintains calendar of appointments for the County Administrative Officer; schedules appointments and arranges meetings, conferences, and other functions for the County Administrative Officer; coordinates travel and meeting arrangements; participates and assists in the administration of the County Administrative Officer's Office; supervises, organizes, and manages all office activities associated with the County Administrative Officer's Office; monitors work flow; recommends organizational or procedural changes affecting support activities; directs, coordinates, and reviews the work plan for assigned staff; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; initiates and maintains a variety of files and records for information related to the County Administrative Officer's Office; maintains manuals and

updates resource materials; operates a variety of modern office equipment including copiers, computers, word processors, and printers to enter and retrieve data and produce various documents and reports; assists with the preparation and dissemination of budgetary and program information; supervises and participates in the formatting, typing, and proofreading of County budget information; may process insurance materials involving receiving, receipting, and preparing claims for payment; informs and advises employees of employee benefit programs including health, deferred compensation, and retirement; assumes responsibility for informing separated and retired employees of their COBRA rights; maintains personnel records of personnel in the County Administrator Officer's Office, Insurance Department, and Purchasing Department.

OTHER JOB RELATED DUTIES

Takes and transcribes minutes during various meetings; performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern office practices, methods, and computer equipment.
English usage, spelling, grammar, and punctuation.
Principles and practices of office management.
Principles and practices of fiscal, statistical, and administrative data collection and report preparation.
Word processing methods, techniques, and programs.
Principles and procedures of record keeping.
Techniques used in public relations.
Principles of supervision and training.
Organization, functions, and practices of local government.
Pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.
Functions and operations of the department and/or function to which assigned.
Principles of business letter writing and basic report preparation.
Basic mathematical principles.

Skill to:

Operate modern office equipment including computer equipment.
Type at a rate of 45 words per minute from clear, legible copy.
Take and transcribe notes accurately.

Ability to:

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Plan and organize work to meet schedules and deadlines.

Perform responsible and difficult professional secretarial and administrative work involving the use of independent judgment and personal initiative.

Research, compile, analyze, interpret and prepare a variety of fiscal, statistical, and administrative reports.

Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Work cooperatively with other departments, County officials, and outside agencies.

Compile and maintain complex and extensive records and prepare routine reports.

Independently prepare correspondence and memoranda.

Schedule and coordinate projects; set priorities; adapt to changing priorities.

Select, supervise, and train assigned clerical staff.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Deal tactfully and courteously with the public and other County employees regarding policies, procedures, and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four years of responsible administrative and secretarial experience involving assisting a high level official with administrative duties including typing, filing, calendar coordination, and public relations tasks.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized course work in business or secretarial science.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: May, 1995